



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 5760.2A
00P
28 MAY 03

COMNAVCRUITCOM INSTRUCTION 5760.2A

From: Commander, Navy Recruiting Command

Subj: RECRUITING SUPPORT COORDINATORS

Ref: (a) COMNAVCRUITCOMINST 4400.1
(b) BUPERINST 1616.10

1. Purpose. To revise management responsibilities and guidance for Commander, Navy Recruiting Command (COMNAVCRUITCOM) Recruiting Support Coordinators (RSCs).

2. Cancellation. COMNAVCRUITCOMINST 5760.2.

3. Background. The primary mission of Navy Recruiting Command is to recruit men and women for enlisted, officer candidate, and officer programs in the Regular and Reserve components of the Navy. In support of this mission, COMNAVCRUITCOM has established two SH billets, one in Norfolk, VA and one in San Diego, CA. These billets have the responsibility to help coordinate visits by Delayed Entry Program (DEP) members, minority officer candidates, VIP visits, youth groups, and Educator Orientation Visits (EOVs) in the Norfolk and San Diego areas.

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4. Action. COMNAVCRUITCOM 00P has overall responsibility for the proper administration and management of the RSCs. Commanding Officers, Navy Recruiting Districts (NAVCRUITDISTs) responsible for the Norfolk, VA, and San Diego, CA areas shall ensure that the proper support is given to the RSCs as prescribed in this instruction.

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a. Leave and Liberty. Leave for RSCs will be granted in accordance with local guidelines, with 00P approval required for all planned leave periods. RSCs are encouraged to take leave during traditional leave periods such as the Christmas holidays. Liberty will be granted in accordance with locally established guidelines and coordinated with and approved by 00P.

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b. Enlisted Performance Evaluations. Enlisted personnel will receive regular enlisted performance evaluations signed by the Deputy Commander, Navy Recruiting Command, for first class

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petty officers and by Commander, Navy Recruiting Command for chief petty officers and above. RSCs will submit a typed, double-spaced rough evaluation input two months prior to the end of the reporting period to 00P. Additional guidance may be obtained from reference (b).

c. Service and Pay Records. Service and pay records will be maintained by the local Pay/Personnel Support Detachment (PSD).

d. Office Space. RSCs, when possible, will share physical spaces provided by NAVCRUITDIST Commanding Officers, Naval Base Commanders or Naval Station Commanding Officers, as appropriate. If necessary, funds for office furniture, supplies, computers and telecommunications will be made available from COMNAVCRUITCOM 00P. The RSC is responsible for ensuring agreements are in place regarding spaces and will maintain a good working relationship with the host command.

e. Office Supplies and Services. Office supplies and recruiting items will be supplied by COMNAVCRUITCOM 00P. Funds for telecommunication services will be provided to the appropriate naval base by COMNAVCRUITCOM N6.

f. Motor Vehicles. The closest NAVCRUITDIST will provide a government vehicle for RSC use on a continuous basis. Government owned and rented vehicles will be used for official business only in accordance with reference (a). Vehicles may be used for the following purposes:

(1) Transportation essential to the successful completion of DoD function, activity or operation.

(2) Transportation of military/civilian personnel officially participating in public ceremonies, military field demonstrations and parades directly related to official activities.

(3) Designated visitors are authorized transportation in the RSC's government vehicle, when in conjunction with authorized Navy orientation and training visits, cruises and flights. Vehicles shall not be used to conduct personal business or by friends or family members. Questionable cases should be addressed to COMNAVCRUITCOM (N42 or 00P).

/s/
G. E. VOELKER

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COMNAVCRUITCOMINST 5216.2U
List I (A, B, C, and E only), IIA, IIIA